



CLASS SPECIFICATION

Class Code: 18552
Date Est: 07/2018
Last Rev:
Last Title Chg:
FLSA: non-exempt
Probation: 12 months

PUBLIC ADMINISTRATOR SPECIALIST

DEFINITION

Under general supervision, initiates appropriate administrative and legal procedures to maintain compliance of assigned estates of deceased persons per chapter 253 NRS; and performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Three years of full-time clerical experience, one of which must include working with legal documents; OR two years of full-time case management experience; OR an equivalent combination of related education and experience.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES

Initiate and, if appropriate, maintain communication with a wide variety of professional and personal entities to obtain documentation and information necessary to determine level of administration on any given estate to formulate a workflow so the estate can be equitably resolved; explain regulations, rules and policies to outside agencies, families and the public.

Conduct research utilizing various sources and techniques to identify assets and/or entitled creditors' claims to the estate; request or obtain applicable claim forms and properly submit on behalf of the Public Administrator.

Draft and review legal documents for the Public Administrator for final review and presentation to attorneys.

Compile tax documents and estate information to assist the Certified Public Accountant (CPA) with the preparation of tax returns; coordinate with the estate CPA to recommend which tax year should be used when tax filing is required.

Review escrow documents for accuracy; verify all escrow expenses are accounted for upon sale of real property; enter all pertinent information from listing agreement and court documents into the department's software system; provide closing statement documents to the estate CPA for tax purposes.

Update and maintain case data by monitoring assets such as bank accounts, brokerage accounts, stocks and Individual Retirement Accounts; identify and obtain all entitled assets to the estate of the deceased for transfer to an estate account, and eventual transfer to an in-house estate account.

Manage and document case load, track on department calendar and take actions as dictated by the circumstances of the case.

Track and review information on court hearings through the Second Judicial District Court website.

JOB RELATED AND ESSENTIAL QUALIFICATION

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental policies and procedures.

Terms and acronyms including legal terminology commonly used in assigned function.

Laws, rules, and regulations that apply to area of assignment, in particular, Nevada Revised Statutes Chapter 253.

Use and application of software systems unique to the area of assignment.

Court procedures.

Tax forms, laws and consequences.

Ability to:

Understand the organization and operation of the County and outside agencies as necessary to assume assigned responsibilities.

Interpret and apply pertinent laws, codes and regulations including administrative and departmental policies and procedures.

Respond to requests and inquiries from the public and County personnel related to the policies and procedures of assigned function.

Evaluate case information and other data, and make decisions regarding enforcement action to be taken.

Read, understand, evaluate and prepare standardized and legal documents.

Entry Level *(Applicants will be screened for possession of these through written, oral performance or other evaluation methods.)*

Knowledge of:

Modern office practices, methods and computer equipment.

English usage, spelling, vocabulary, grammar and punctuation.

Basic legal terminology.

Basic principles of mathematics and accounting.

Methods and techniques used in dealing with the public.

Techniques and methods of data collection, record keeping and report preparation.

Ability to:

Interact effectively and sensitively with individuals from diverse backgrounds.

Understand and follow oral and written instructions.

Prepare and maintain accurate and complete records.

Plan and organize work to meet schedules and deadlines.

Maintain confidentiality of sensitive data and information.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS (*Essential duties require the following physical skills and work environment*):

Ability to work in a standard office environment.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.